eData Faculty Guide: Proposal Searches (by Program or Title)

Through eData, Investigators are able to search existing proposal or program titles to enable collaborative research on campus with other investigators and departments/colleges, as well as partner institutions. Follow these steps to search proposals by program or title:

1. Log into Access Plus, Click UBusiness, then eData.
2. Click Sponsored Programs.
   Reporting on the blue home screen.
3. Click Here for Activity Detail Reports.
4. Click Here to Search for Proposals by Title or Program.
5. Change the Search In selection.
6. Enter your search criteria and click Search.
   TIP: If only a few results were returned, click Options to further define your Search.

7. Highlight your result and click Insert.
8. Click the green Select button when your selections are in the choice list.
9. Click the yellow Run button (this will only appear after clicking Select).

You can now generate reports based on your selection. If you would like to generate reports on data other than your selection, return to the Activity Detail - Proposal Portal Selection Page by closing your current tab.